

Message Text

CONFIDENTIAL

PAGE 01 ANKARA 05311 091127Z

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C O N F I D E N T I A L ANKARA 5311

E.O. 11652: GDS

TAGS: CENTO

SUBJ: TERMS OF REFERENCE FOR REORGANIZATION OF CENTO SECRETARIAT

REF: CENTO CONFIDENTIAL CD/74/D24, NOV. 11, 1974

1. THE CENTO REORGANIZATION WORKING GROUP AGREED TO FOLLOWING TERMS OF REFERENCE ON JULY 8, 1975. WOULD APPRECIATE DEPARTMENT'S APPROVAL OF THESE TERMS OF REFERENCE AS SOON AS POSSIBLE.

2. BEGIN TEXT:

I. TO EXAMINE THE "JOB DESCRIPTION" OF EACH POST IN CENTO WITH A VIEW TO ASCERTAINING (A) WHETHER IT CORRECTLY REFLECTS THE WORK BEING DONE BY THE INCUMBENT OF A POST, OR WHETHER THE INDIVIDUAL IS DOING MORE OR LESS WORK THAN THE "JOB DESCRIPTION" LAYS DOWN; (B) WHETHER THE TASKS SPELT OUT IN TWO OR MORE "JOB DESCRIPTIONS" OVERLAP AND IF SO, TO RE-DRAFT "JOB DESCRIPTIONS" SO THAT DUTIES, RESPONSIBILITIES AND THE EXTENT OF AUTHORITY VESTED IN EACH POST ARE BEYOND DOUBT; (C) WHETHER IN VIEW OF (A) AND (B) ABOVE THE NUMBER OF POSTS SHOULD (I) BE RETAINED AS THEY ARE WITH RE-ALLOCATION OF WORK, (II) BE INCREASED, (III) BE MERGED AND THE POSTS THUS DECLARED SURPLUS ABOLISHED. (D) WHETHER THE NUMBER OF SECONDED AND DIRECTLY RECRUITED STAFF NEEDS ANY ALTERNATION. NO ACCOUNT OF THE NATIONALITY OF THE PRESENT INCUMBENT SHOULD BE TAKEN IN FRAMING SUCH

CONFIDENTIAL

CONFIDENTIAL

PAGE 02 ANKARA 05311 091127Z

TIONALITY OF THE PRESENT INCUMBENT SHOULD BE TAKEN IN FRAMING SUCH

CONCLUSIONS.

II. TO COMPARE THE REVISED "JOB DESCRIPTIONS" MENTIONED IN I(B) ABOVE WITH THOSE OF SIMILAR POSTS IN CENTO MINISTRIES OF FOREIGN AFFAIRS AND CENTO EMBASSIES IN MEMBER COUNTRIES AND RECOMMEND WHETHER ANY OF THE GRADES FOR DIFFERENT POST SHOULD

- (I) REMAIN THE SAME AS AT PRESENT
- (II) BE UP-GRADED
- (III) BE DOWN-GRADED

CONSIDERATION SHOULD BE GIVEN TO REDUCING THE NUMBER OF GRADES, AND SHORTENING SCALES WITHIN GRADES. THIS EXAMINATION AND COMPARISON (I AND II) WOULD INCLUDE AUXILIARY STAFF.

III. TO RECOMMEND, IN THE LIGHT OF (I) AND (II) ABOVE, THE QUAL DISTRIBUTION OF POSTS, GRADE-WISE FOR EACH DIVISION SO AS TO ELIMINATE ANY STRUCTURAL IMBALANCE BETWEEN DIVISIONS AND IN THE SECRETARIAT ORGANIZATION AS A WHOLE.

IV. TO RECOMMEND, IN THE LIGHT OF (I) AND (II) ABOVE, THE EQUAL DISTRIBUTION OF ALL POSTS, NATIONALITY-WISE, SO THAT THERE IS AN EVEN DISTRIBUTION BETWEEN THE MEMBER COUNTRIES OVER THE SECRETARIAT AS A WHOLE.

V. TO REVIEW CENTO STAFF REGULATIONS WITH A VIEW TO RECOMMENDING CHANGES THAT MAY HAVE BEEN NECESSITATED BY THE PASSAGE OF TIME AND THE SECRETARIAT'S EXPERIENCE IN IMPLEMENTING THE REGULATIONS SINCE THEY WERE ORIGINALLY FRAMED.

THE GROUP SHOULD CONSIDER THE ADVANTAGES OR DISADVANTAGES OF CHANGES IN THE EXTENT OF THE POWERS VESTED IN THE SECRETARY-GENERAL TO IMPLEMENT THE STAFF REGULATIONS; AND MAKE RECOMMENDATIONS ACCORDINGLY.

VI. TO REVIEW CENTO FINANCIAL REGULATIONS AND THE RULES FRAMED THEREUNDER WITH A VIEW TO RECOMMENDING WHERE NECESSARY MORE UP-TO-DATE AND SOUND PROCEDURES. THE TEAM
CONFIDENTIAL

CONFIDENTIAL

PAGE 03 ANKARA 05311 091127Z

SHOULD ALSO EXAMINE THE NEED FOR THE ADJUSTMENT OF SALARIES, WAGES AND ALLOWANCES TO TAKE ACCOUNT OF:

- (I) CHANGES IN THE COST OF LIVING,
- (II) RATES OF PAY OF EQUIVALENT STAFF IN OUTSIDE EMPLOYMENT IN TURKEY AND THE OTHER MEMBER COUNTRIES,
- (III) THE NEED TO SET, AT LEAST FOR A TIME, A NON-FLUCTUATING RATE OF EXCHANGE BETWEEN THE POUND STERLING,

IN WHICH THE BUDGET AND SALARIES WOULD BE CALCULATED,
AND TURKISH LIRAS;

AND MAKE RECOMMENDATIONS ACCORDINGLY. THE GROUP SHOULD
CONSIDER THE ADVANTAGES OF CHANGES IN THE EXTENT OF THE POWERS
VESTED IN THE SECRETARY-GENERAL TO IMPLEMENT
FINANCIAL REGULATIONS; AND MAKE RECOMMENDATIONS ACCORDINGLY.

VII. TO EXAMINE THE PRESENT ARRANGEMENTS FOR
TERMINATING APPOINTMENTS AND RECOMMEND IF ADEQUATE
COMPENSATION CAN BE PAID TO OFFICERS WHOSE POSTS ARE ABOLISHED.

VIII. THE GROUP MUST SUBMIT A REPORT WITHIN THREE
MONTHS OF THE APPROVAL OF THESE TERMS OF REFERENCE BY THE
COUNCIL OF DEPUTIES. END TEXT.
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